



March 10, 2003

RE: HIPAA Privacy Act
Protected Health Information

Dear CORPlan Participant:

Enclosed is CORPlan's Notice of Privacy Practices as required under Title II of the federal Health Insurance Portability and Accountability Act (HIPAA) of 1996. It is important that you read the enclosed information carefully, to know and understand your rights and our obligations to protect confidentiality of your health information.

Due to Title II of HIPAA, the ability of Human Resources staff members to discuss protected health information (PHI) will be more limited in some cases. For instance, H.R. personnel will not be able to discuss your spouse's health information with you unless your spouse signs a written authorization allowing us to do so. The same holds true for your spouse to have access to your PHI; written authorization will be required.

Enclosed is an "Authorization for Disclosure of Protected Health Information". This form must be completed and returned to H.R. to allow us to discuss your PHI with your spouse or vice versa. Authorization is not required for dependent minor children.

Accessing explanations of benefits on the Great-West on-line claims system will allow you to access your own claims information without H.R. intervention. We have enclosed an information card from Great-West that walks you through the registration process. Once registered, Great-West will mail you your authorized password. After you receive your password, you will have 24-hour access to your claim status, and can obtain information any time you need it.

The implementation date for HIPAA II Privacy requirements is April 14, 2003. If applicable for you, please send signed Authorization forms to Becky Murray in H.R. by April 10, 2003.

If you have any questions about the Privacy Notice or Authorization for Disclosure, please call or e-mail your questions to Becky Murray 972.744.4005 (becky.murray@cor.gov), Marty Brennan 972.744.4003 (marty.brennan@cor.gov), or Phyllis Stadler 972.744.4002 (phyllis.stadler@cor.gov).

Sincerely,

Phyllis Stadler
Director of Human Resources

Enclosures